

# 2018-19: INFORMATION ABOUT YOUTH EXECUTIVE BOARD

## WHAT IS YOUTH EXECUTIVE BOARD?

The Youth Executive Board of the American Red Cross, Silicon Valley Chapter is the highest local volunteer leadership opportunity for Red Cross youth in Silicon Valley. It plans and implements projects and programs for over 1,500 youth in the chapter that serve the needs of our community through service, education, and leadership.

## WHY JOIN YOUTH EXECUTIVE BOARD?

1. **Do more with the Red Cross:** Youth Executive Board members work within the American Red Cross mission statement to guide all the youth opportunities and directives for the Silicon Valley Chapter. Executive Board members have gone on to serve on Red Cross state councils and the National Youth Council.
2. **Learn more about the Red Cross:** Executive Board members have first priority in representing Silicon Valley Chapter youth at regional, service area, and national conventions.
3. **Meet new people:** Meet and work with Red Cross youth from schools around Silicon Valley.
4. **Learn how to work with adults:** Work with adult staff, volunteers, and community leaders to prepare yourself for the workplace and professional opportunities.
5. **Boost your skills:** Improve your leadership and project planning skills through leading volunteers and creating projects that make a difference in the community.

## RESPONSIBILITIES AND TIME COMMITMENT

Members are expected to be creative, innovative, and enthusiastic about their commitment to Youth Executive Board and the greater Red Cross as well as their individual service. All members of the board must fulfill the following expectations:

- Actively participate in regular Executive Board meetings (once every two weeks on Friday nights)
- Attend a mandatory orientation and training event during the summer
- Coordinate service projects designated as Youth Executive Board events
- Spend individual time working on projects

General responsibilities and requirements for Co-Chairs and Coordinators follow below.

### Co-Chairs

- Meet quarterly with Coordinators to review their performance, help set goals, and mentor them
- Meet regularly with the Director of Youth Services to track performance and identify areas for improvement
- Attend Bi-Monthly Board of Directors meetings as a voting member
- Participate in chapter Board committee meetings (Service Delivery or others)
- Prepare agendas for and facilitate Youth Executive Board meetings
- Must be a high school or college student for the 2017-2018 academic year
- Must be a current Red Cross volunteer registered on Volunteer Connection with Red Cross leadership experience

### Coordinators

- Meet quarterly with Co-Chair mentor to review performance and receive guidance
- Notify Co-Chair mentor in advance for any absences
- Work closely with other Coordinators of the Youth Executive Board
- Develop, recruit, and lead committees comprised of youth volunteers
- Plan and execute service projects pertinent to assigned service area
- Build connections with community organizations, Red Cross Cubs, and other Chapters
- Must be a middle school, high school, or college student for the 2017-2018 academic year
- Must be a current Red Cross volunteer registered on Volunteer Connection

## COORDINATOR JOB DESCRIPTIONS

### Administrative / Spirit Coordinator

- Recruit & manage members of the Spirit Committee
- Hold monthly meetings with Spirit Committee

- Organize two spirit events per semester; record minutes at each Executive Board meeting
- Email minutes out by the next Monday after the meeting to EBoard/YS Staff
- Organize the annual Volunteer Awards Night with Spirit Committee & Co-Chairs at the end of the school year

### **Health and Safety Coordinator**

- Be Trained In and Instruct the Health and Safety Training Program
- Recruit, train, & manage instructors
- Provide at least one Health and Safety Instructor Training every semester
- CPR/FA Certification required
- Become CPR/FA Instructor through the Chapter
- Be available on 2 Sunday's of every month to teach classes

### **Blood Services Coordinator**

- Meet with the Blood Services Department quarterly to discuss blood services
- Assist the Blood Services Department with blood donor recruitment
- Plan and execute at least two blood drives with all the clubs
- Assist with registration and serve at blood drives hosted at various sites
- Work with the clubs to create promote and provide collateral material to support blood drives

### **Club Liaison Coordinator**

- Manage the youth e-mail and communicate regularly with Club Officers
- Lead Monthly Officer Liaison Meetings held on the first Friday of every month
- Collect regular club reports and provide support to school clubs
- Work with Publicity to promote upcoming events
- Set and enforce guidelines for club officers to follow
- E-mail club officers to remind them to attend Liaison Meetings and trainings
- Update and distribute bimonthly officer newsletter via email
- Collect updates from Coordinators to put in to newsletters
- Work with Co-Chairs to organize an Officers' Orientation at the beginning of the school year

### **Services to the Armed Forces**

- Organize events such as Holiday Mail for Heroes that
- Hold monthly meetings with Services to the Armed Services Committee
- Organize Red Cross's participation in the annual Veteran's Day Parade
- Contact agencies and non-profits working to serve local veterans

### **Disaster Services Coordinator**

- Recruit and manage members of Youth in Disaster Committee
- Work with Club/Volunteer Services to notify clubs about applications
- Hold semi-weekly meetings with Youth in Disaster Committee
- Create and run community education programs specifically focusing on disaster preparedness
- Plan and execute door hangings throughout the year
- Create and organize Youth Disaster Trainings while collaborating with Community Service Coordinators
- Host the annual disaster simulation

### **Fundraising Coordinator**

- Organize, execute and attend at least one fundraiser per month
- Create and run various fundraisers for the chapter, Youth Services, Executive Board, & Red Cross clubs
- Sustain relationships with fundraising partners/companies
- Work with Community Services and Club/Volunteer Services Coordinators to recruit volunteers
- Work closely with Marketing/Social Media Coordinator to promote fundraising events through social media outlets
- Maintain a database for Fundraising events, partners, and profits
- Work closely with YS Staff to organize and manage Red Cross merchandise fundraiser
- Attend monthly liaison meetings (the first Friday of every month) to promote upcoming fundraisers/other updates

### **International Services Coordinator**

- Create and run programs in the community to raise awareness with International Red Cross issues
- Work with Fundraising Coordinator to organize Measles and Rubella Initiative fundraiser and outreach
- Create and run fundraisers for International Red Cross Initiatives
- Work closely with Marketing/Social Media Coordinator to promote awareness through all social media outlets and Chapter website
- Organize events and activities relating to awareness (ie. Movie nights, service activities)
- Meet with students and give presentations to students about initiatives
- Host the annual Refugee Simulation and International Humanitarian Law Seminar
- Organize ESL classes and make flashcards

### **Publicity Coordinator**

- Learn/know how to use programs such as Dreamweaver/Github, Photoshop, Canva, etc.
- Utilize social media such as Facebook, Instagram to promote events
- Update Youth Services newsletters every two weeks
- Maintain Youth Services website and Facebook page
- Create flyers and profile pictures advertising Executive Board events
- Take pictures at events and compile a Red Cross youth gallery
- Attend monthly liaison meetings or keep in contact with liaison for updated list of chapter events

### **Safe Kids Coordinator**

- Teach Danny the Dinosaur, Tommy the Safety Cat, Scrubby Bear, and All Kids Ready! Classes
- Recruit and manage Safe Kids instructors
- Provide at least one Safe Kids Instructor Training every semester
- Promote youth education programs and sustain relationships with community centers, libraries, etc.
- Manage the Safe Kids Committee

### **Volunteer Connection Coordinator**

- Manage and approve volunteer hours on the all youth page
- Update the all youth calendar
- Create school groups and promote school officers to leaders of their group
- Create volunteer connection forms for events
- Hold at tutorial for volunteer connection registration and usage at officers training and liaison meeting
- Help scan forms for youth volunteers
- Answer questions related to Volunteer Connection

## **TERM LENGTH**

**All Executive Board members are accepted for one fiscal year (July 1<sup>st</sup> – June 31<sup>th</sup>) on an “at will” basis: Members will be asked to resign if they do not fulfill their responsibilities or commit actions not in the best interests of the Red Cross.** At the end of the term, Co-Chairs are reevaluated and Coordinators must reapply.

## **APPLICATION PROCESS**

The Youth Executive Board of the American Red Cross, Silicon Valley Chapter is seeking **bold, innovative, confident leaders**. We want individuals who can contribute to our new vision and make change happen. We are looking for interesting, fresh people who have ideas and passion for serving humanity. We are also seeking traits such as responsibility, dedication, initiative, and openness.

To apply, please complete the application and submit it with your resume by the deadlines given.

### **Application Overview (and Some Tips)**

We first review your Applicant Information and Resume to see the extent of your involvement with the Red Cross. Noting your strengths and talents, we gauge your potential in the Youth Executive Board and consider what you can offer to the Board. We then read the Recommendation for a different perspective on your character. To best supplement your candidacy, request a recommendation from an adult figure who is familiar with your qualities as both a leader and a volunteer. (Club advisor is preferable.) For further information or for verification purposes, we may also call your recommender. You will be contacted through email to schedule an Interview with us. Be prepared to discuss your Red Cross experience, your reasons for joining Youth Executive Board, and some of your ideas for next year. Once all interviews have been conducted, decisions will be mailed out promptly. Throughout this entire application process, please present yourself honestly and straightforwardly. We look forward to reading your application!